

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Jacqueline Pethers, PE			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS Various local government and MDOT projects in Bay Region				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input checked="" type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING \*\* ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page 1 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3 (stapled)	PROPOSAL/BID DUE DATE 6/12/08	TIME DUE 12:00pm
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Jacqueline Pethers, PE  
9495 E. Potter Road  
Davison, MI 48423

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

**Michigan Department of Transportation**

**SCOPE OF SERVICES  
FOR  
AS-NEEDED CONSTRUCTION SERVICES  
Project Final Reviews and DBE Technical Assistance**

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT LOCATION:** Bay Region

**DESCRIPTION OF WORK:**

The Consultant shall provide, to the satisfaction of the Department, technical assistance to DBE firms, provide prevailing wage assistance, and conduct final estimate reviews for local government contracts in the Bay Region.

**ANTICIPATED START DATE:** August 15, 2008

**ANTICIPATED COMPLETION DATE:** August 15, 2010

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Technical Assistance

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

N/A

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Jackie Pethers, Cost & Scheduling Engineer  
Davison TSC  
9495 East Potter Road  
Davison, Michigan 48423  
Phone (810) 653-7470  
Fax (810) 653-1248  
Email [pethersj@michigan.gov](mailto:pethersj@michigan.gov)

### **GENERAL INFORMATION:**

- A. This Scope of Services consists of performing to the satisfaction of the Department all those Consultant Construction Engineering Services necessary to accomplish the work described herein consistent with applicable professional standards.
- B. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with the standard construction practices of the Department; the Project-specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; Field Manager and Field Book software, and any and all other references, guidelines, and procedures manuals needed to carry out the work described here in an appropriate manner.
- D. The Consultant reviewing the projects can not have any other involvement in the projects subject to be reviewed.
- E. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.
- F. Provide information about the location of the office that will be in charge of the contract for this and any satellite offices that will actually be performing the review. When scoring, the location of the satellite offices will be used.
- G. Also important will be past performance and capacity of the personnel performing the review, please include this information in your proposal.
- H. Full time services will not be required on all project at all times. This scope is for "as needed" services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant's services.

### **CONSULTANT RESPONSIBILITIES:**

The services performed by the Consultant shall include, but not be limited to the following:

- A. Provide an experienced employee who is familiar with the Michigan Department of Transportation procedures for project review, and can demonstrate an ability to conduct final reviews on Federal and/or State funded projects. The Consultant shall notify the Project Manager in writing who will be conducting the final estimate reviews. If the Consultant requests to change the personnel from the initial notification this request must be made in

writing to the Project Manager for his/her approval 2 weeks prior to the new personnel conducting the final estimate reviews.

- B. Conduct project final estimate reviews and prepare all required documentation necessary to complete the project review process for MDOT consultant oversight projects and local government projects in the Bay Region. The materials review will also be completed as part of this contract. The Consultant will be required to adjust their schedule as dates fluctuate with no additional compensation. The final estimate review includes a follow up review of any projects which are found not to be in compliance as stated above.
- C. Not review any project for which they had any concern or involvement during the design or construction. If the Consultant is found to be reviewing any project for which they had concern, they will be immediately released from the Contract and no compensation will be given for review work on that project or for any additional claims due to being released from the contract.
- D. Conduct all reviews at the office the project was administered from or an alternate location approved by the Project Manager.
- E. Upon receipt of a notification from the Project Engineer requesting a review the Consultant shall call the Local Agency within 5 calendar days of receipt of their request, and schedule a date and a time for the review. Confirmation of the date and time scheduled shall be done in writing, within 5 calendar days from the date it was scheduled, to the Local Agency involved with a copy to the Project Manager. The initial reviews shall be completed within 3 weeks of the Local Agencies initial request. If discrepancies are found, a follow-up review is necessary and the Consultant shall notify the Local Agency in writing with a copy to the Project Manager. The Consultant shall complete the follow-up review within 3 weeks of notification that the discrepancies have been remedied. Confirmation, for the follow-up review, of the date and time scheduled shall be done in writing, within 5 calendar days from the date it was scheduled, to the Local Agency involved with a copy to the Project Manager listed above.
- F. Notify the Local Agency and the Project Manager in writing when the project final estimate review is complete. Attach to the review a log with the dates and hours spent on the review of the project.
- G. Provide prevailing wage assistance to DBE firms, local governments and/or MDOT on an as-needed basis.
- H. Provide technical assistance to DBE firms on an as-needed basis. This includes, but is not limited too the following:
  - 1. Interpretation of plans, proposals, special provisions and specifications

2. Provide workshops on plan reading, project documentation, claim procedures, force accounts and other construction related areas.
  3. Site investigation prior to bidding.
  4. Resolving payment issues.
  5. Explaining bid documents, bonds, affidavits, insurance, and subcontracting procedures.
  6. Resolving construction related problems.
  7. Act as liaison between DBE firms, local agencies, Vendors, and MDOT.
  8. Perform other engineering related functions as required by the Bay Region.
- H. Provide the Project Manager with a monthly update on the review of all Local Government projects to include the date, hours worked, and date review was completed. Also DBE work accomplished during the previous month, anticipated work for the upcoming month, real or anticipated problems and a copy of verbal contact records. This can be completed with an email and an Excel spreadsheet indicating the project number and status.

#### **MDOT RESPONSIBILITIES:**

The Project Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the services required herein at the time of review.

#### **PAYMENT SCHEDULE:**

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

#### **CONSULTANT PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the ‘then current’ guidelines. The latest copy of the “Professional Engineering Service Reimbursement Guidelines for Bureau of Highways” is available on MDOT’s Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the “Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount” unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan’s Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of the actual labor hours invoiced to the labor hours authorized, then applying that percentage to the total fixed fee authorized.